



Accredited Private K-12 Definitions of Evidence

You may submit other evidence to meet the criteria of the items asked for below; SEVP will consider all submitted evidence in adjudication of your petition.

All evidence is subject to verification.

This is the evidence required for filing a Form I-17 petition. This is not an exhaustive list and your school may be asked to provide additional evidence during the certification process.

All evidence listed below must be submitted to initial.sevis@ice.dhs.gov within two business days of submitting the petition in the Student and Exchange Visitor Information System (SEVIS). Petitions belonging to schools that fail to submit evidence to the email address above will be canceled. Failure to submit all of the required evidence for filing may also result in the cancelation of the petition.

This is not an exhaustive list and your school may be asked to provide additional evidence during the certification process.

Signed Form I-17

Submit a **COMPLETE Form I-17**, "Petition for Approval of School for Attendance by Nonimmigrant Student," with Supplement A. Print the entire Form I-17, it must include signatures as follows:

- a. Form I-17 **signed by the President/Owner/Head of school**
- b. Form I-17 Supplement A Designated Official block signed by all P/DSO(s)

Draft versions of the Form I-17 are not accepted.

Evidence of U.S. Citizenship or Lawful Permanent Residency

Submit **ONE** of the following for each P/DSO :

- a. A copy of U.S. passport (current or expired);
- b. A copy of a certified, registered/recorded, U.S. birth certificate;
- c. A copy of alien registration card;
- d. A copy of naturalization/citizenship certificate.
 - i. If any of the submitted documents contains a name other than those listed on the "Record of Designated School Officials" (Form I-17A), SEVP requires certified evidence of legal name change including any of the following: a copy of a certified court-ordered name change, a copy of a certified registered and recorded certificate of marriage, or a copy of a certified divorce decree in which a name change is awarded.
 - ii. **SEVP WILL NOT ACCEPT** driver's licenses, hospital birth records, or social security cards.



Accredited Private K-12 Definitions of Evidence

Evidence of Payment

In order to remit payment, please visit www.pay.gov and in the Search Public Forms box type “SEVIS” and press enter. Click on the link to the form and follow the instructions. Once payment is submitted, upload your Pay.gov Transaction Confirmation Sheet as proof of payment.

Submit evidence from www.pay.gov of the following payments:

- a. \$1,700 for initial filing
- b. \$655 for each initial instructional site listed on the Form I-17B

Evidence of State Licensure or proof of exemption

Submit evidence from your state educational oversight body that shows the school has authorization to operate in the state or is exempt from authorization to operate in the state. If applicable, the evidence submitted must indicate the effective/expiration date of state licensure or exemption.

Submit evidence from your state’s educational oversight body that your school satisfies compulsory attendance or is exempt from meeting compulsory attendance laws.

Evidence of Accreditation

Submit a copy of the institution’s certificate of accreditation and/or letter from an SEVP-identified accrediting agency. The evidence submitted must indicate the effective/expiration date of accreditation.

[Link to the list of SEVP-identified accrediting agencies](#)

Evidence regarding Programs of Study

A statement listing **EACH** program for which you are seeking approval. This statement should be submitted in the format below and include the following:

- a. Specific grade levels
- b. Degree type (if non-degree, specify non-degree program type)
- c. Mode of delivery (for example: is the program in-person, online, distance, hybrid, etc.)
- d. Time necessary to complete each grade level (i.e. “Grade level 8 – 1 year”)
- e. Date on which instruction in each program **ORIGINALLY** began.
- f. Instructional sites at which the program will be taught;
- g. Admission standards and enrollment criteria



Accredited Private K-12 Definitions of Evidence

Pre-Kindergarten Statement

Submit a statement, signed by the PDSO and head of school, attesting that your institution will not issue Forms I-20 for Pre-K students.